

DATE: / /

NAME AND ADDRESS OF THE EMPLOYEE:

SUBJECT: Dismissal, Temporary and/or Permanent layoff

Madam, Sir,

The following letter is to advise you that, as of / / , your employment with our company will be terminated, for the reason stated below:

Your Record of Employment as well as your last pay will be sent to you shortly.

Please note that your last pay will include:

- the payment for the hours worked between / / and / / ,
- your 6% or 8% vacation / severance pay
- your prior notice of _____ weeks (if applicable)

Sincerely,

SIGNATURE

for _____
NAME OF THE COMPANY

PRINT